



Job Description Form



PILBARA

Landscape Photos: Tourism Western Australia

Position Title

Position number: 615676

Administration Assistant

Regional Profile

The Pilbara is WA's second most northern region, defined by the Indian Ocean to the west and the Northern Territory border to the east. The Kimberley Region lies to its north across the Great Sandy Desert and the Pilbara's southern reaches border the Midwest and Goldfields regions. The region covers a total area of 507,896sq km (including off shore islands). Most of the inhabitants are located in the western third, whereas the eastern third is largely desert with few inhabitants. Today the Pilbara economy is crucial to the State, providing 2 of the State's largest export revenue earners – iron ore and liquefied natural gas.

About the WA Country Health Service

Our Strategic Priorities



Our Values

Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity

We bring honesty, collaboration and professionalism to everything that we do.

Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

Our Vision

To be a global leader in rural and remote healthcare.

Our Mission

To deliver and advance high quality care for country WA communities.

Position Title: Administration Assistant	Position Number: 615676	Classification: Level 2
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Directorate overview

The Pilbara Nursing and Midwifery Service is committed to the care of our patients and the improvement of the health of our community despite the many challenges of their remoteness and isolation. Employing a large number of registered nurses/midwives, enrolled nurses, nurse practitioners, clinical nurse specialists, assistants in nursing, Aboriginal Health Workers and Aboriginal Health Practitioners; we value our workforce and are committed to creating opportunities for continuous learning, mentorship, skills specialisation and career progression within staff development, nursing and midwifery research and nursing management and leadership.

The Pilbara region includes Hedland Hospital, Karratha Hospital, Newman Hospital, Roebourne, Onslow, Tom Price and Paraburdoo Hospitals, Marble bar and Nullagine Health Centres as well as a range of Aboriginal Community Health Clinics, Community and Public Health Nursing services, Mental Health and Drug Services. Nursing in rural and remote areas can be rewarding and challenging. The Pilbara Nursing and Midwifery Service is committed to the care of our patients and the improvement of the health of our community despite the many challenges of their remoteness and isolation.

Our Directors and Coordinators of Nursing and Nursing/Midwifery service Managers and Regional Nurse Managers are key people who are accountable for overseeing the highest standard of care and professional conduct. These roles are there to support you in your practice and in your professional development and WACHS encourage you all to participate actively in your own development, and that of others.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at www.wacountry.health.wa.gov.au

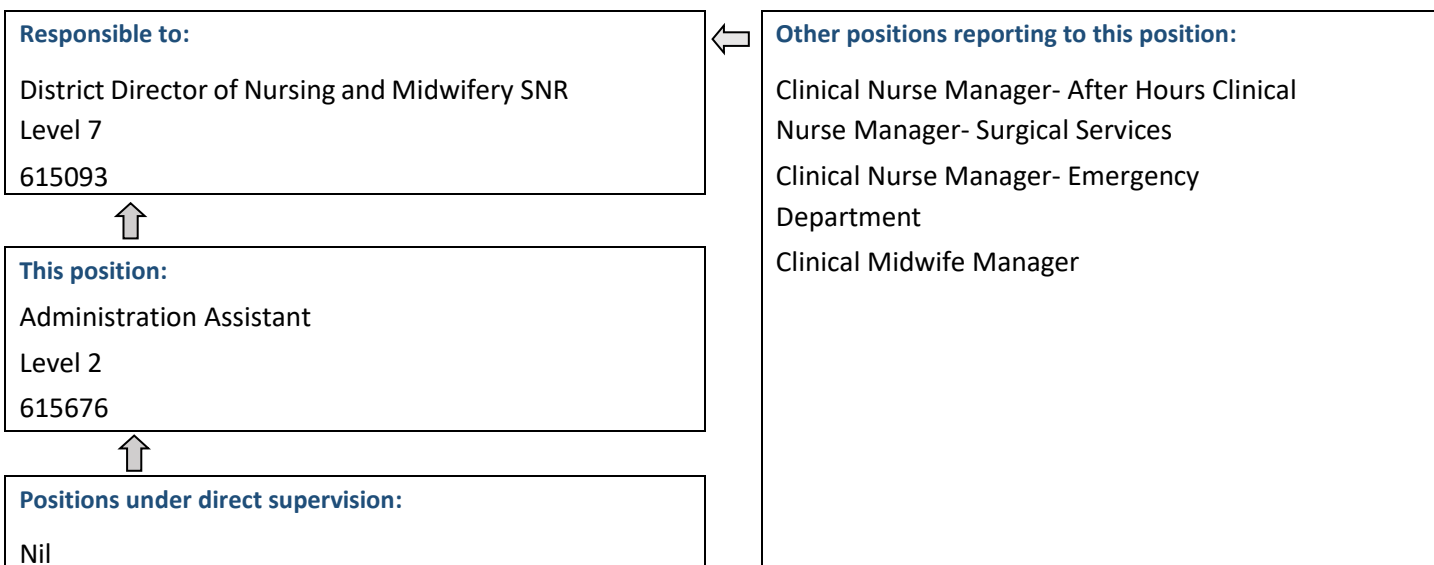
Position Details

Position Number:	617676	Registration Date:	08 May 2024
Classification:	Level 2	Location:	Karratha Health Campus, Pilbara
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Nursing and Midwifery Services		

Position Overview

The Administration Assistant is responsible for providing clerical support to the District Director of Nursing & Midwifery (DDoNM) West Pilbara.

Reporting Relationships



Key Duties/Responsibilities

1. Communications

- 1.1. Monitors telephone and desk enquiries.
- 1.2. Communicates effectively with staff.
- 1.3. Attends to meetings and minutes as required.
- 1.4. Transmits inter-departmental message forms, attends to photocopying.
- 1.5. Maintains confidentiality at all times in all forms of communication.
- 1.6. Ensures confidential files and documents are secured appropriately.
- 1.7. Monitors and makes appointments for the DDoNM.

2. Rosters

- 2.1. Collates duty rosters and enters data into relevant business & information systems and updates relevant business & information systems with changes to rosters as required.
- 2.2. Monitors roster short falls and informs DDoNM.
- 2.3. Maintains leave planner spreadsheet for Nursing.

3. General

- 3.1. Monitor nursing employee contracts for expiry or extension and ensure relevant documentation are complete to submit to DDoNM for authorisation.
- 3.2. Monitor Working with Children (WWC) expiry dates and annual licencing spreadsheets.
- 3.3. Assist DDoNM with completion of relevant documentation for new employee recruitment and assists DDoNM with processing invoices for agency and non-agency staff.
- 3.4. Document and monitor agency nursing contracts to coordinate accommodation.
- 3.5. Book flights for nursing staff for the West Pilbara.
- 3.6. Maintains filing both electronically and paper and ensures shredding of confidential material.
- 3.7. Maintains general tidiness of the office.
- 3.8. Trains new Customer Service Assistants/ Administration Assistants.

4. Other

- 4.1. Other duties as required by the DDoNM & the relevant line managers.
- 4.2. Stationery orders for nursing staff.



Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

Essential

1. Demonstrated good communication skills - written, oral and interpersonal with commitment to confidentiality.
2. Demonstrated ability to organise and priorities duties and perform under pressure.
3. Demonstrated computer skills including database, spreadsheet and word processing (MS Office Suite) with accurate keyboard skills.
4. Demonstrated ability to work flexibly within a team environment with minimal supervision.
5. Sound understanding and appreciation of cultural issues.
6. Demonstrated ability to coordinate a numerical filing system.

Desirable

1. Previous experience in a health/medical environment.
2. Previous experience with patient administration systems.
3. Current knowledge and commitment to Equal Opportunity, Disability Services and Occupational Safety and Health in all aspects of employment and service delivery.

Appointment Pre-requisites/Allowances

Appointment is subject to:

- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check
- Evidence of a current C or C-A Class driver's licence or other specialised licence class
- Ability to travel within the region as required including overnight stays

Allowances where applicable: District Allowance, Annual Leave Travel Concession, One-week additional annual leave for above the 26th parallel, Air-conditioning subsidy, Subsidised accommodation.

**WA Country Health Service
Pilbara**

8 May 2024

REGISTERED

